



**Southern District Of Iowa United States Probation Office
110 East Court Avenue, Room 127
Des Moines, Iowa 50309-2052**

**“We serve with integrity, courage and compassion,
promoting justice and positive change.”**

Position Title: U.S. Probation and Pretrial Services Contracts Administrator Assistant

Announcement Number: 19-06

Duty Station Locations:

Des Moines Office: 110 East Court Avenue, Room 127, Des Moines, IA 50309

The starting salary range pertains to applicants that are new appointments. The salary placement would then be based on educational background and experience in accordance with the Court Personnel System and court preferred skills. This position will be located in the Des Moines office with the appointment being for one year and a day duration.

Starting Salary Range Minimum/Maximum Table RUS:

CL25/01 \$40,464 to 25/25 \$50,598 CL26/01 \$44,562 to 26/25 \$55,720

Date Open: December 19, 2018

Closing Date: January 18, 2019

The Southern District of Iowa U.S. Probation Office reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

Duties and Responsibilities:

The U.S. Probation and Pretrial Services Contracts Administrator Assistant is responsible for providing meaningful assistance to the unit executive and office managers while performing a range of duties and responsibilities, including but not limited to the following:

- Assists the treatment service manager during the formal contracting cycle. Participates in the solicitation of vendors for Substance Abuse, Mental Health, and Sex Offenders contracts proposals. Prepares the Blanket Purchase Agreement (BPA) for the Request for Proposals and accompanying solicitation paperwork. Assists with the review of proposals.
- Drafts award and rejection letters, and OF-347 and OF-348 paperwork for each contract award.
- During contracting or renewal process, prepares all OF-347 forms as needed.
- Assists with negotiating noncompetitive purchase orders, to include, the completion of the packets and the timely submission of all necessary paperwork.
- Assists with BPA oversight, including program performance, by conducting vendor monitoring visits. Provides technical assistance to providers and assesses services to ensure compliance with contract provisions.

- Prepares the BPA Renewal Request forms during option years and BPA extensions and related tasks.
- Prepares contract modification paperwork upon change to BPA or Noncompetitive Purchase Order (NCPO).
- Assists with the verification of clinician's credentials.
- Works closely with budget analyst to ensure that funding and expenditure information is accurately entered into JIFMS.
- Obligates funds in JIFMS, to include, creating purchase orders in JIFMS for approval by the treatment services manager. Monitors purchase orders for expenditures.
- Creates and maintains spreadsheet of expenditures on a monthly basis for all vendors. Disseminates spreadsheet to management staff as appropriate. Collaborates on the planning, execution, and management of the district's treatment budget.
- Reviews, reconciles, and inputs monthly treatment invoices. Monitors the accurate submission of billing documents to ensure the appropriate disbursement of funds. Enters the data into PACTS, runs validation reports for each invoice, and enters the data into JIFMS for final invoice payment. Sends notice to vendors advising of all invoice adjustments.
- Engages the treatment providers telephonically and in writing as needed to address billing process errors to reconcile and resolve billing discrepancies.
- When necessary, travels to address issues with vendors or attend meetings.
- Provides training to officer and vendors and assists with treatment meetings.
- Maintains the non-contract treatment plan administrative files and provides support to treatment service manager regarding non-contract plans.
- Serves as a level-two approver.
- Runs validation reports for invoices for supervisor's review. Enters any adjustments into JIFMS, and on the invoice(s), and then reruns validation reports reflecting all payment adjustments.
- Performs routine clerical duties: such as drafting correspondence, data entry, filing, scanning, and ordering supplies. Disseminates monthly treatment documents to officers for follow up.
- Performs other duties as deemed necessary.

Minimal Qualifications

- Must be a United States citizen.
- Skills in the use of automated equipment including word processing, spreadsheet, and database applications, and various other types of software. Ability to use computer software and database systems to perform a wide-variety of functions with a minimum of one year experience.
- The successful candidate is required to be a high school graduate or the equivalent. Education above the high school level may be substituted for experience.
- The successful candidate must be mature, responsible, poised, organized, and meticulous. Must possess a positive attitude, integrity, tact, good judgement, initiative, and the ability to work with a wide variety of people with diverse backgrounds. Must be able to meet all Court deadlines and dates.

Benefits:

Judiciary employees are entitled to the same benefits as other Federal employees. These include:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20 and 26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten paid federal holidays a year.
- Eligible for medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care, and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Participation in the Thrift Savings Plan (similar to 401K plan) with employer matching contributions.

Miscellaneous:

- The candidate considered for this position will undergo a full background investigation by the Office of Personnel Management (OPM) once they have entered onto duty as a provisional hire. If the OPM report reflects any findings of a negative nature, considered not to be acceptable by the Chief District Judge and Chief U.S. Probation Officer, continued employment as a U.S. Probation Officer would be terminated.
- The candidate will be subject to ongoing random drug screening, periodic background reinvestigation, and may be subject to subsequent fitness-for-duty evaluations as deemed necessary by the Chief U.S. Probation Officer for reasonable cause at any time.
- All court employees are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Court employees may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 U.S.C. § 3602(a).
- Commencing on the date of her/his formal promotion/entry on duty, the candidate must complete a one-year probationary period. This period provides time for the employee to become acquainted with the functions of the assigned position. The probationary period also affords the employee's supervisor the ability to evaluate the employee's work performance, attendance, attitude, and compliance with office policies. Once the candidate has successfully completed the one-year probationary period, the provisional status can be removed.
- The Federal Financial Management Reform Act requires direct deposit of federal wages.
- The Southern District of Iowa U.S. Probation Office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human

resources. The decision on granting reasonable accommodations will be made on a case by case basis.

- The Southern District of Iowa U.S. Probation Office does not reimburse for expenses associated with interviews or relocation.
- The Southern District of Iowa U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the applicants who responded to this announcement without posting the position. Unsuccessful candidates, that do not meet the minimum requirements, will not be notified.

Required Documents to Apply:

Submit letter of interest/cover letter detailing knowledge, skills, and abilities, along with your resume, AO78 form, and copy of academic transcript(s) to the address listed below. Please indicate in your cover letter how you will serve the needs of the probation office from a customer service perspective. The AO78 application form can be downloaded at: <http://www.uscourts.gov/forms/AO078.pdf>. Please also submit your last performance appraisal with your application packet. Any inquiries regarding the posting, the application process, or follow up calls should be directed to Casie Voelker, Human Resource Assistant, at (515) 323-2849 or via e-mail (WordPerfect, Microsoft Word, or Acrobat pdf format only) to: Casie_Voelker@iasp.uscourts.gov. Applications submitted without required documents will not be considered. Only applicants selected for an interview will be notified.

Michael J. Elbert, Ph.D.
Chief U.S. Probation Officer
United States Courthouse Annex
110 East Court Avenue, Room 127
Des Moines, Iowa 50309-2052

Vision:



Mission: “We serve with integrity, courage, and compassion, promoting justice and positive change.”
EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY IN THE WORKPLACE
U.S. News & World Report [ranked Iowa No. 1 in the country](#) in its Best States rankings released Tuesday, February 27, 2018.

Southern District of Iowa United States Probation Office was voted as 2018 Top 100 Workplace in Iowa